

# **Excel 2003 – Level 2 Outline**

## **EXCEL 2003 LEVEL 2 - INTRODUCTION**

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN EXCEL 2003?

## **LESSON 1 – WORKING WITH LISTS**

1.1 CREATING A LIST

1.2 USING A DATA FORM

1.3 ADDING RECORDS USING A DATA FORM

1.4 FINDING RECORDS USING A DATA FORM

1.5 DELETING RECORDS USING A DATA FORM

1.6 SORTING RECORDS IN A LIST

1.7 USING AUTOFILTER IN A LIST

LAB 1 – ON YOUR OWN

## **LESSON 2 – WORKING WITH CHARTS**

2.1 CREATING A CHART WITH THE CHART WIZARD

2.2 MOVING A CHART

2.3 RESIZING A CHART

2.4 CHANGING A CHART TYPE

2.5 EDITING CHART TEXT

2.6 MODIFYING CHART OPTIONS

2.7 FORMATTING CATEGORY AND VALUE AXIS DATA

2.8 FORMATTING A DATA SERIES

2.9 CHANGING A CHART'S SOURCE DATA

LAB 2 – ON YOUR OWN

## **LESSON 3 – WORKING WITH GRAPHICS**

3.1 USING THE DRAWING TOOLBAR

3.2 FORMATTING OBJECTS

3.3 INSERTING WORDART

3.4 INSERTING AN ORGANIZATION CHART

3.5 MODIFYING AN ORGANIZATION CHART

LAB 3 – ON YOUR OWN

## **LESSON 4 – WORKGROUP COLLABORATION**

4.1 WEB PAGE PREVIEW

4.2 CONVERTING WORKSHEETS INTO WEB PAGES

4.2 INSERTING HYPERLINKS

4.3 VIEWING AND EDITING COMMENTS

LAB 4 – ON YOUR OWN

## **LESSON 5 – FINANCIAL & LOGICAL FUNCTIONS**

- 5.1 USING THE IF FUNCTION
- 5.2 USING NESTED FUNCTIONS
- 5.3 USING THE PMT FUNCTION
- 5.4 USING THE FV FUNCTION
- 5.5 USING AUTOCALCULATE

LAB 5 – ON YOUR OWN

## **LESSON 6 – DATE AND TIME FUNCTIONS**

- 6.1 UNDERSTANDING DATE/TIME FUNCTIONS
- 6.2 ADDING A DATE AND A DATE INTERVAL
- 6.3 SUBTRACTING DATES
- 6.4 CALCULATING TIME INTERVALS

LAB 6 – ON YOUR OWN

## **LESSON 7 – MANAGING WORKBOOKS**

- 7.1 CREATING A WORKBOOK USING A TEMPLATE
- 7.2 CREATING A NEW TEMPLATE
- 7.3 EDITING A TEMPLATE
- 7.4 CREATING A WORKSPACE
- 7.5 COMPARING WORKBOOKS SIDE BY SIDE
- 7.6 SAVING A WORKBOOK IN A DIFFERENT FILE FORMAT
- 7.7 USING DATA CONSOLIDATION

LAB 7 – ON YOUR OWN

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